

## Basics 4: How to Navigate Inside the Document

The fourth skill new users need to master is how to navigate inside a document. This is short lesson, but essential to helping you move around inside Designer's screen with ease. So far, we've done enough work that you should start becoming somewhat comfortable with this program. Knowing how to move the document around and how to select individual, or multiple objects is an important skill.

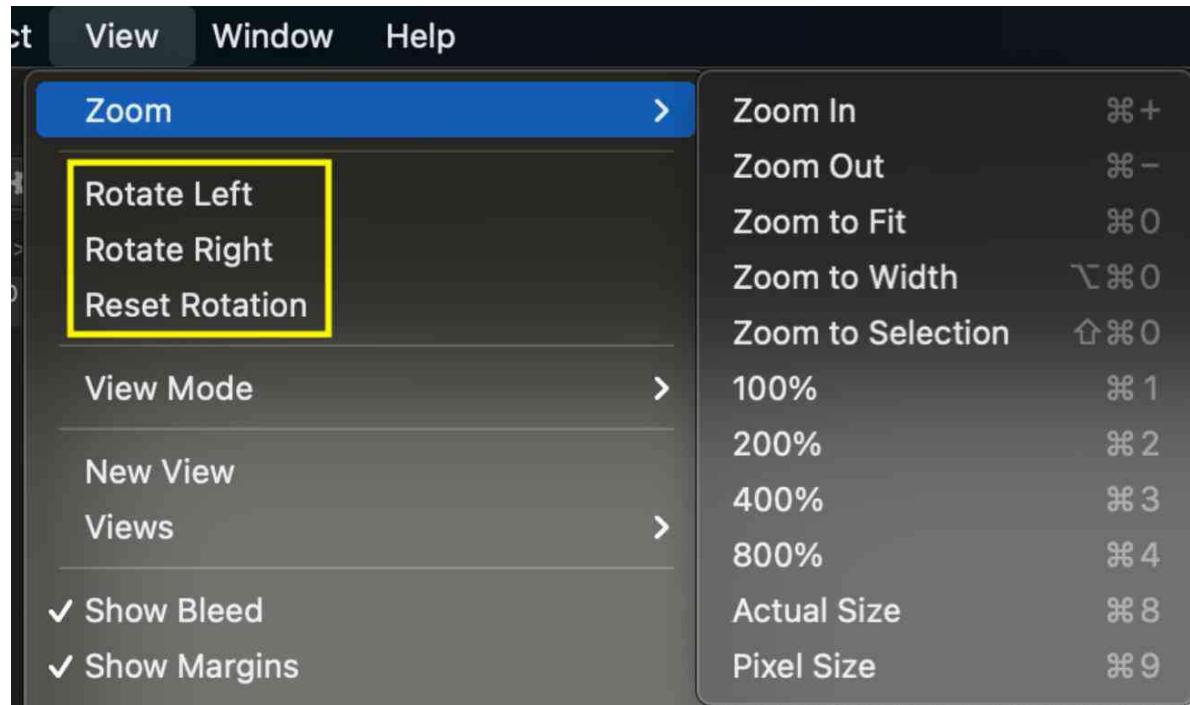
There are several ways to navigate inside a document and we'll show you these now. Use the document with the shapes from the previous lesson as you practice these different movements.

1. **Zoom in** to the document: *Press Ctrl/Cmd +*
2. **Zoom out** from the document: *Press Ctrl/Cmd -*
3. **Center** the document in the middle of the canvas: *Press Ctrl/Cmd+0 (zero).*
4. **Move** the document around the canvas: *Click on the Move Tool* (looks like a hand) to move the document, or *hold-down the Space bar* and when the cursor turns to the same icon as the Move Tool, move the document where you want it.
5. **Move, rotate, or resize** one object or more in the document: *Select the Move Tool* (or *press V*) and use *click & drag* inside the document.

Go to the **Menu bar** - **View** and you'll see the different ways of zooming in and out of the document. The options in the yellow square (see the below image) can be much more easily done by holding-down the Shift key as you rotate your shape to the right or to the left. This will cause the rotation to move in 15° intervals (the same as going into this Menu bar and clicking one-time on Rotate Left or Rotate Right. The other options on the right side of the below screenshot should be committed to memory. But all you need to know, really, are the first three options from the list above this paragraph.

**Extra:** If you use a trackpad, like we do, then the zooming in & out can be achieved more simply by pinching your two fingers in (zoom) or out (zoom out). When we work, we have our trackpad located to the left of the keyboard

and the mouse to the right. It's the perfect setup for us.



**Done.** This lesson, while basic, is important to know.

**Finished.** This ends this lesson.